

MISUSE OF STATE OR LOCAL GOVERNMENT VEHICLES

6770

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Supervisors and managers at all levels are responsible for preventing the misuse and abuse of vehicles. Misuse of a state or local government vehicle includes the following:

- Driving or otherwise using a department vehicle for anything other than the conduct of state business.
- Carrying any persons in the vehicle other than those directly involved with state business, except with approval of the employee's immediate supervisor for each trip.
- Using the vehicle for personal needs other than those essential to conducting official business, such as obtaining food and lodging.
- Driving a state vehicle to or from an employee's home or its vicinity after completion of the employee's workday is not permitted unless the provisions of Sections [6762](#) or [6763](#) apply.

(see next section)

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(see [Forms](#) or [Forms Samples](#))